

BACKGROUND CHECK - POLICY & PROCEDURES

Purpose:

- * To describe the terms and conditions under which background checks are conducted.
- * Make the safety of all participants, particularly the most vulnerable groups (children, elderly and mentally challenged) a top priority.
- * Keep people who have a history of inappropriate behavior or who are unfit to work in professional setting out of the department.

Policy:

The City of Shreveport / Shreveport Public Assembly & Recreation will conduct background checks on all volunteers age 18 or older participating in SPAR recreational / athletic programming. Background checks are conducted to determine his/her suitability to serve as a SPAR volunteer.

All criminal background checks will be conducted by Southern Research Company Inc. The following criminal searches will be conducted: 1) Caddo/Bossier, LA-5 Criminal Court Record Repositories Search 2) Louisiana Sex Offender Registry Search. Background search will cover previous 7 year period. Applicants from outside of Caddo/Bossier or out of state, may be subject to further criminal searches.

The City of Shreveport and SPAR will ensure all background checks are held in compliance with applicable federal and state statues.

The City of Shreveport / Shreveport Public Assembly & Recreation reserves the right to make sole determination concerning information or any volunteer decision arising out of background check.

The City of Shreveport and Shreveport Public Assembly & Recreation will require all volunteers and respective SPAR staff to be in compliance with this policy.

Criminal Convictions:

No person who has been convicted of any felony crime of violence or any sexual offense as defined by La. R. S. 14:29-66 and 76-89.1 shall be allowed to serve as a SPAR volunteer. A person who has been convicted of a felony other than those enumerated herein shall be allowed to serve as a volunteer upon showing "written proof" at least three years has elapsed since their release of custody. Custody shall include all periods of time the person was incarcerated or served on probation and/or parole. A conviction under the laws of another state which prohibits conduct that would be a felony under the laws of the State of Louisiana shall be subject to these rules.

General Guidelines:

Who will be screened?

Background checks will be required for all volunteers. This includes full time, part-time and temporary volunteers. The background check must be complete and results verified before any volunteer begins. All volunteers will be screened on an annual basis.

Background Check Process

Once an applicant request or has been identified to volunteer, the applicant must go to Wildwood Park (7401 Jewella Ave.) and complete a SPAR Volunteer Application and Disclosure / Authorization Form. Volunteer Applications are also available on SPAR website: www.myspar.org. Applicants who refuse to complete, sign and submit application and disclosure/authorization forms will be disqualified.

Volunteer Application and Disclosure/Authorization forms will then be processed by assigned staff.

Results of the background check will be sent back directly to the respective divisions (Recreation or Athletics) within 48 hrs.

Assigned staff will review results of the report. If any discrepancies or criminal history are noted, respective staff will notify respective Division Managers, Assistant Director or Director of SPAR for final determination.

If background check is returned with unfavorable results, respective Division Manager or designee will notify the candidate via telephone or letter of his unapproved application. Disqualified applicant can receive a copy of screening report per written request to

respective Division Manager of Recreation/Athletics. Note: Any applicant with pending court cases will not be permitted to volunteer until the official judication of the case and cleared by SPAR Administration .

If background check is favorable, staff will notify candidate via telephone or letter that he/she is approved.

Arrangements will be made for all volunteers to take picture for photo identification badge. After receiving photo identification badge, applicant is officially approved to begin volunteering. Note: Photo identification badges are to be displayed at all times when on official assignment and should not be worn or used for any other purpose than an official assignment.

Role & Responsibilities of the Athletic/Recreation Division:

- * Distribute Volunteer Application and Disclosure/Authorization Form as requested by applicant. Volunteer Applications will also be available on SPAR website: www.myspar.org.
- * Collect all completed (legible) applications and disclosure form.
- * Process data via web based system and forward to Southern Research Company Inc.
- * Receive the screening results from Southern Research Company Inc. via on line. If any discrepancies are noted, employee will notify respective Division Manager or administrator for final determination.
- * If there are any problems processing or receiving application results, assigned staff will Contact Southern Research Inc. at (318) 227-9700.
- * Make appropriate notification on any applicant who is approved to volunteer via phone call or letter.
- * Make appropriate notifications on any volunteer who is disqualified via phone call or letter.
- * If requested in writing to respective Division Manager(s), provide the disqualified volunteer applicant copy of screening report results.
- * Make arrangements for volunteers to receive volunteer credentials (Photo ID Badge and/or SPAR Volunteer T-Shirt).

Privacy:

All volunteer applications, disclosure/authorization forms and records received pursuant to the background check will be maintained confidentially and kept in a secured file. Respective documents may only be accessed by appointing authority or his/her designee.